NC STATE UNIVERSITY

Office of Finance and Administration
Environmental Health & Public Safety Division
Transportation Department

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Date: July 23, 2025

To: Daniel House, Chief of Police

University Police

From: Than Austin, Transportation Director

NCSU Transportation

Subject: Memorandum of Understanding between the NC State Department of Transportation and the University Police Department for Access to the Transportation's AIMS Parking Management System Database

The purpose of this Memorandum of Understanding (MOU) is to set forth the terms and conditions by which the University Police Department personnel are granted access to the NC State AIMS Parking Management System (AIMS) Data. All access to AIMS data will be only by use of the designated Shibboleth-enabled accounts provided by the Department of Transportation and only by authorized personnel. All account access will be via a university unity ID and password. The NC State Police Department may only have a single user accessing AIMS before 5:00 PM. After 5:00 PM, multiple users may access. All use and access must comply with the university's REG 08.00.02 – Computer Use Regulation, REG 08.00.03 – Data Management Regulation, and all endpoints must meet the minimum required controls prescribed in RUL 08.00.18 – Endpoint Protection Standard. All personnel that access AIMS must have fully executed the information Security Acknowledgment Form on file as required by the university data access process.

Access to AIMS is strictly for the purpose of obtaining only the information necessary to assist with parking/transportation control activities on the University's Campuses and inputting information regarding vehicles towed by the University Police Department. Outside of data input for towed vehicles, use is limited to accessing data required to locate contact information for faculty, staff, and students who are owners or registered users of a vehicle involved in a traffic accident, an event that causes property damage, found to be unsecured or must be moved. Access and use of AIMS for any other law enforcement function are covered by the Family Educational Rights and Privacy Act (FERPA) and must comply with all its requirements.

This MOU gives authorized personnel of the NC State Police Department permission to access the AIMS database, as described above for the 25-26 fiscal year. This MOU shall be reviewed and renewed each fiscal year.

Daniel House, Chief of Police

NCSU Police

Date: 8/8/25

Than Austin, Transportation Director

NCSU Transportation

Date: 7/23/25